

Tax Documents

USER GUIDE

TAX DOCUMENTS

Printing year-end documents such as W-2.

1. Click on Your Profile in the upper right. Under **View Profile**, choose the **Pay Tab** on the left.



2. From the top banner, select **Tax Documents**.

Tax Documents

3. Here you can print the prior year end's W-2.
4. You must click **Edit** to be taken to the screen to **opt-in to receive electronic W-2 forms**. The electronic copy will be housed in Workday.

Tax Forms Printing Elections

1 item

Company	Current Year End Tax Document Printing Election	Printing Election
County of Marathon	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	Edit

5. You can choose to receive just an electronic copy or choose to receive electronic and paper copy (via mail).

Current Year End Form Printing Election You are currently receiving both electronic and paper copies of your Year End Tax Documents.

New Election

* ☐ Receive electronic copy of my Year End Tax Documents

☐ Receive both electronic and paper copies of my Year End Tax Documents

6. Read the **Important note and disclaimer**. Click **OK**.
7. The screen will have you review your selection one more time. If correct, click **Done**.
8. If you want to change your selection, you can click **Edit** at any time.